

U.S. Department of Justice

Federal Bureau of Prisons

Federal Detention Center

Philadelphia, PA 19106

OPI: Correctional Services

Number: PHL 5267.07

Date: 8/7/2003

Subject: Visiting Regulations

Institution Supplement

1. PURPOSE

To provide specific guidelines for implementation of Program Statement 5267.07, Inmate Visiting Regulations, dated April 14, 2003. This supplement includes regulations for the Special Housing Unit.

2. DIRECTIVES AFFECTED

a. DIRECTIVES RESCINDED:

IS 5267.06A, Visiting Regulations, 10/19/2001

b. DIRECTIVES REFERENCED:

PS 5267.07, Visiting Regulations, 4/14/2003

PS 5360.08, Religious Beliefs and Practices,
5/25/2001

PS 7331.04, Pretrial Inmates, 1/31/2003

PS 5500.09, Correctional Services Manual,
10/27/1997

Institution Supplement 5500.09-4B, Entrance
Procedures, 3/24/2003

3. STANDARDS REFERENCED

American Correctional Association, 3rd Edition,
Standards for Adult Local Detention Facilities: 3-
ADLF, 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-13, 5D-15, 5D-16.

DISTRIBUTION: Executive Staff, Department Heads, AFGE.

4. **PROCEDURES**

- A. Visiting Area: All regular visits not requiring special security measures will be conducted in the institution's visiting room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be utilized for social visiting unless approved in advance by the AW(P).

All visits for inmates with special security needs will take place in the Special Housing Unit visiting rooms.

The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited behavior. Reasonable suspicion must be directed specifically to the inmate in question.

All inmates will be identified by the use of their Commissary Identification card prior to entering and exiting the visiting room. These procedures will be in effect prior to the visitor departing the visiting room.

- B.
- (1) Official Counts: Visitors will not be allowed to enter or exit the visiting room during official counts. Inmates notified of a visit one half($\frac{1}{2}$)hour prior to an official count will be placed on the out-count.

- (2) Overcrowding: During times of overcrowding, all visitors who have traveled less than 100 miles are considered local visitors and their visits will be terminated in the order in which they arrived. Once the local visitors list has been exhausted, visits for visitors who have traveled up to 200 miles will be terminated in the order in which they arrived. This procedure will continue until the overcrowding is managed.
- C. Special Housing Unit Visiting: Visiting will be conducted in the Special Housing Unit visiting rooms for inmates who are housed in the Special Housing Unit. The length of the visit may not exceed one hour. These visits will take place in the Non-Contact visiting rooms. Children under 18 years of age are prohibited from visiting in the unit. Ordinarily, only one visit will be conducted at any time. The Lieutenant may approve simultaneous visits under unusual circumstances. Inmates will be visually searched and scanned with a hand held metal detector at the completion of the visit.
- D. Inmate Separatees: Inmates with separatees, and families of separated inmates will not be permitted in the Visiting Room at the same time. Visitation for inmates with separation assignments will be processed on a first come, first served basis. The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby Officer the separated inmate and his/her visitors have departed.
- E. Inmates Under Medical or Psychological Care: Ordinarily, inmates under strict medical or psychological care and inmates who are being physically restrained, or in dry cell status, will not be permitted to visit. The Institution Duty Officer (IDO) or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor. Circumstances may exist in which the IDO and Lieutenant, in conjunction with

the Medical or Psychology Departments, may determine that a visit may take place. The appropriate location of the visit will be determined by the consulting staff. Cadre inmates admitted to a community hospital for medical treatment will not be allowed social visits unless authorized by the Warden or designee. In instances where authorization has been granted by the Warden, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

Visits for pretrial inmates admitted to a community hospital will be at the discretion of the U.S. Marshals Service.

- F. Frequency of Visits & Number of Visitors: Inmates will be allowed social visits on an odd/even basis, determined by the fifth digit of the inmate's register number (See Attachment 5). A point system will be utilized for each visit and updated monthly. Pretrial inmates are allowed eight points per month. One point will be deducted for each week day visit and two points will be deducted for Saturday, Sunday and Federal Holiday visits. Cadre inmates will not be included in the point system, therefore, cadre inmates will not be charged points for visits. A yearly visiting schedule (Attachment 5) will be available to visitors and will also be posted on all housing unit bulletin boards. Unit staff will compile a visiting list for each inmate assigned to their units, in accordance with Program Statement 5267.07, Visiting Regulations. Ordinarily, inmates will be allowed no more than five visitors in the visiting room at a time regardless of age.

G. Approved Visitors:

- (1) Work Cadre Inmates: Inmates designated to the Work Cadre unit are permitted to visit with members of their immediate family, other relatives, and friends. Ordinarily, Work Cadre Inmates are permitted a maximum of ten visitors, excluding immediate family on their visiting list. Prospective visitors will be required to complete a "Visitor Information Form" and an Authorization for Release Form prior to being placed on the approved visiting list.
- (2) Pretrial and Holdover Inmates: Pretrial and holdover inmates are only permitted visits by immediate family members. A non-immediate family member can be approved to visit when it is verified that an inmate has no immediate family members capable of visiting. If a pretrial inmate does not have a legal spouse, he/she may be allowed to visit with a significant other or friend. All visitors should have all of their required documentation submitted to the Unit Team within a reasonable time frame prior to a visit being authorized. The Unit Manager has the discretion to permit a one time visit with an immediate family member pending receipt of the completed Visitor Information Form. Any non-immediate family member must be approved by the AW(P). The duration of visits for pre-trial and holdover inmates will be limited to one hour. All pre-trial and holdover inmates will be limited to 10 visitors on their visiting list. There will be no social visiting for pretrial and holdover inmates on Thursday and Friday.

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- (3) Inter-floor Visits: Inmates/detainees may be permitted to visit with members of their immediate family who are also incarcerated at FDC Philadelphia. The inmate/detainee must submit a request for an inter-floor visit to the Unit Team. After the Unit Team verifies the relationship, a memorandum authorizing the visit will be forwarded to the Visiting Room Officer. All inter-floor visits will be conducted on Thursday for a period of one hour.
- (4) Immediate Family Members: These persons include mother, father, step-parents, foster-parents, brothers, sisters, significant other, children, and step-children.
- (5) Persons with Prior Criminal Convictions: The Warden has delegated the Associate Warden of Programs the authority to place a person with a prior criminal conviction on a visiting list.
- (6) Children Under Age 16: Children under the age of 16 must be accompanied by a responsible adult and must be under their supervision at all times.
- (7) Persons 16 and 17 years of age who are visiting alone: Shall provide a photo identification prior to admission into the institution.
- (8) Ordinarily: Inmates will not be permitted to have visitors approved who are on another inmate's visiting list. Exceptions, such as immediate family members may be approved by the Unit Manager. Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list, will be referred to the Unit Team member on duty that day. If verification of an immediate family member cannot be obtained by reviewing the required documentation, the visit will not be approved.

H. Special Visits: Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. All special visits must be requested by the Unit Manager and approved by the AW(P). A memorandum authorizing the visit must be forwarded to the Front Entrance Officer and Visiting Room Officer(s) ordinarily 24 hours prior to the visit. Supervision of special visits will be provided by unit staff during non-visiting hours/days.

I. Legal Visits:

- (1) Attorneys are permitted to visit during regular visiting hours, 8:00 a.m. to 8:00 p.m., seven days a week (Sunday-Saturday). Processing will stop at 3:30 p.m. for attorneys in preparation for the 4:00 p.m. stand-up count and will resume when the count is cleared. Visiting at other times should only occur in emergency situations, and appointments should be scheduled in advance with the institution's Legal Department to ensure staff coverage for the visit. When possible, 72 hours advance notice is requested. Fridays are reserved for legal visits from 8:00 a.m. to 3:00 p.m. therefore outside social visits will not be permitted.
- (2) Attorneys must present a valid state or county bar identification card and picture identification card. Attorneys must also complete the Notification to Visitor Form. After completing the Notification to Visitor Form, attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry. The processing of legal visits will take priority over social visits.

Federal Court Houses in Philadelphia, New Jersey, and Delaware will be considered official visitors.

Federal Defender Attorneys of the Federal Court generally will not be required to pass through the metal detector or have their belongings searched by the x-ray machine. Non-attorneys are required annually to complete the Application to Enter Institution as Representative. If authorization to enter is granted, paralegals, law clerks, and investigators, in the above offices will be authorized to enter with only random security screening being performed. Due to security concerns, attorneys and the above mentioned staff will be selected at random to undergo these security screening measures. Federal Defenders' identification cards will be required prior to entrance. Title 18 documentation can be filled out prior to arrival but must be signed in the presence of the Front Lobby Officer. Appointments may be made to visit with specific inmates by sending a facsimile to the Captain's Secretary. If an appointment is made in advance, up to three inmates will be in the visiting room at the designated time of the appointment with consideration being given to any security or separation concerns that may exist. Federal Defenders and other staff identified above are authorized to leave an attorney client room to confer with another attorney in an adjacent room.

When a Federal Defender Attorney or other staff identified above leave the room either to confer with another attorney, or use the telephone or restroom, the inmate will be required to exit the room and sit in view of the Visiting Room Officer. All correspondence for the inmate must be placed in the correspondence box located in the Front Lobby of the Federal Detention Center. Correspondence may not be given directly to the inmate. Handbags, newspapers, magazines, portable telephones, pagers, laptop computers, food items, and non-legal materials are not permitted in the Visiting Room.

- (4) PSI Meetings: When U.S. Probation Officers enter the institution to meet with an inmate, it is permissible for the defense attorney to be present with the inmate and Probation Officer in the visiting room.
- (5) In the event that an attorney needs to see more than one inmate simultaneously for a legal visit, he/she will be permitted to do so as long as he/she presents a copy of the indictment identifying the inmates as co-defendants and the inmates are not considered separatees. Attorneys are permitted to visit inmates only after it has been verified that the inmates are co-defendants. All co-defendant meetings will be scheduled in advance by the Legal Department, and in the event that the Legal Department is unavailable, the scheduling of co-defendant meetings will be delegated to the appropriate Unit Manager. Questionable situations will be referred to the Captain or the IDO. The visiting attorney must list the names of the inmates he/she wishes to see on the back of the Notification to Visitor Form. These forms will only be completed in the Front Lobby. To permit adequate time for verification and scheduling, requests for co-defendant meetings should be made a minimum of three working days prior to the requested meeting. At least one attorney must be present during any co-defendant meeting.
- (6) Non Attorney Legal Representatives:
- (A) Legal support staff, including investigators, paralegals, law clerks and translators, may enter the institution with an attorney for a legal visit with prior approval. Attorneys desiring a legal representative's participation in a legal visit are responsible for submitting a completed "Application to Enter Institution Form" to the Legal Department. These forms

may be obtained from the Front Entrance Officer or by contacting the Legal Department. Completed applications shall be mailed to the Legal Department. Original signatures are required for processing and hand-delivered applications will not ordinarily be accepted.

(B) Review of properly submitted applications will ordinarily be completed within one week from the day after the date of receipt. The Legal Department will notify the inmate's Unit Team who will advise the affected inmate that the request is approved.

(7) Ordinarily, attorneys are not permitted to bring fact witnesses into the Visiting Room without clearly defined special circumstances. Prior approval must be received from the Captain.

(8) Legal Materials:

(A) Inmates desiring to use legal materials from their cell during legal visits, may do so after staff examine the materials desired, verify that they are limited to legal materials and include no prohibited items. Unauthorized property brought to the Visiting Room area will be treated as contraband and handled in accordance with Program Statement 5580.06, Inmate Personal Property. During the course of a legal visit, inmates are permitted to give any or all of the possessed legal materials to their legal visitor(s).

(B) Prior to returning to their cell, all

papers in an inmate's possession will be inspected to verify that the papers are limited to legal materials and contain no contraband.

- (C) Attorneys or other persons with Special Mail privileges may also leave legal documents not including video or audio tapes) for an inmate by utilizing the legal drop box located in the entry area of the institution. All documents placed in this drop box must be contained in an envelope. The envelope must be clearly marked with the senders's name (including language such as "Attorney at Law" that clearly identifies the sender as an attorney), inmates's name and register number and the following statement: "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE". Absent these markings, any mail left in the drop box will be returned to the sender. Attorneys abusing this privilege or failing to follow the required procedures will be prohibited from further use of the drop box.
- (D) Legal video and audio tapes may only be mailed to an inmate from a United States Attorney's Office, the United States Probation Office or the United States Parole Commission through the institution's Legal Department. The video and audio tapes will be maintained by the inmate's unit team. Inmates may view or listen to the tapes upon request by contacting his or her unit team. When the tapes are no longer needed, they will be returned to the sending office.

- (E) Legal visitors may take video and audiotapes received during criminal discovery into the visiting Room. Institution playback equipment (cassette players and TV/VCRs) are provided on a first come, first served basis and subject to availability. No other audio or video playback equipment will be permitted into the institution.
- (9) Official Visitors: Department of Justice Employees, Federal Public Defenders, State and Local Law Enforcement Personnel, Members of Congress, and the Judiciary Branch are considered official visitors. They are not required a hand stamp but must show their identification card. They are also not required to clear the metal detector.
- (10) Business Visitors: Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement 5267.06, Visiting Regulations.
- (11) Consular Visitors: Such visitors shall be approved by the Warden in accordance with Program Statement 5267.07, Visiting Regulations.
- (12) Visits From Representatives of Community Groups: Prior to these individuals being placed on a visiting list, they must be screened and approved.
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NOTE: Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without approval by the Warden and Regional Director.

(13) Pastoral Visits:

One Minister of Record. An inmate wanting to receive visits from his or her minister of record must submit a written request to the chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will not count against the total number of social visits allowed.

Two Clergy. Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regular visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. Any questions concerning pastoral visits should be addressed to the institution chaplain.

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(14) Visiting Lists: Each inmate shall submit a

list of proposed visitors to their correctional counselor. Ordinarily, immediate family members will be approved to visit upon completion of an appropriate investigation. Unit staff will prepare a computerized list of all approved visitors and distribute this list to the individual inmate concerned. Unit staff will update the institution's computer visiting program as necessary. Visiting Room files should never be removed from the Visiting Room unless the inmate is transferred or otherwise released from the institution. In addition to the visiting computer program, a binder will be maintained in the visiting room for each inmate. Unit Team members are responsible for providing visiting room staff with any updated visiting lists.

(15) Verification of Relationships: Unit staff shall request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list. Verification of the relationship will be obtained prior to a visitor being placed on the inmate's visiting list. The visiting privilege ordinarily will be extended to friends and associates having established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

(16) Background Investigations: Unit staff will request a background investigation of all inmate visitors. Unit Managers have the authority to approve prospective visitors without criminal histories. Unit Managers also have the authority to deny any prospective visitors who have a criminal history.

When a prospective visitor has a criminal history and the Unit Manager determines the visitor is appropriate to visit, the Unit Manager must submit a memorandum to the AW(P) for his approval to add this visitor to the approved visiting list.

- (17) Notification: Unit staff will notify the inmate of each approval or disapproval of a requested person for the visiting list. It is the responsibility of the inmate to notify the individuals once they've been approved. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Guidelines to be sent to approved visitors.

Copies of the institution's Visiting Guidelines will also be available for visitors at the reception desk with the Front Entrance Officer.

- (18) Identification of Visitors: The Front Entrance Officer must be able to verify the identity of visitors prior to their admission into the institution. All applicable procedures, as outlined in the Institution Supplement, Entrance Procedures (Front and Rear), will be implemented. The primary source of identification for visitors will be a photo identification. All visitors must present valid identification. Valid identification includes: A valid state drivers license, state issued identification, government identification or passport. All visitors must complete the Notification to Visitor Form. Following identification, each visitor must sign the Inmate Visiting Log. The escort of visitors to and from the Visiting Room will be restricted to no more than five (5) visitors at a time. Visitors will be escorted to and from the Visiting Room by a staff member.

Lobby Entrance Officer must complete the Denied Visit Memorandum (**Attachment 2**) and promptly forward it to the Operations Lieutenant, with copies to the inmate's Visiting Room file and Unit Team.

- (19) Searching Visitors: The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. If a visitor is physically unable to walk through the metal detector (medical reasons, obesity, etc.), the Operations Lieutenant or IDO will be notified. In the event that the metal detector becomes inoperable, a hand held metal detector may be used. During inmate visiting hours, the Front Entrance Officer will screen all inmate visitors through the metal detector prior to escorting them into the institution. Inmate visitors who have been screened by the metal detector will not be permitted to make contact with others in the Front Lobby who have not yet been screened.

If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

Ion Scanner:

All adult social visitors may be subject to an Ion drug scan prior to being allowed to visit. The visitor is to be informed prior to taking the scan that it will detect more than casual contact with a controlled substance. If the visitor refuses or a positive result is detected, the Operations Lieutenant will be notified and the visit will be denied.

A. A positive will result in loss of visiting privileges. Length of privileges loss will be determined by the number of positive tests on an individual. Loss of privileges may range from 48 hours to permanent loss of visiting privileges.

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All questions concerning the search of visitors will be directed immediately to the

- (20) Visual Searches of Inmates: Prior to departing the Visiting Room, the Visiting Room Officer will conduct a visual search and screen every inmate with a hand held metal detector.
- (21) Record of Visitors: The Visiting Room Officer will maintain a daily log of all visits. The Visiting Room Computerized Program will be utilized to record all visits received by the inmate and maintain an up-to-date record of the accumulated visiting points for the month. Unit staff will provide the Visiting Room Officer with updated approved visiting lists generated from the Visiting Computerized Program. The Front Entrance Officer will verify authorized visitors and log their time of arrival and departure in the Inmate Visiting Log Book. A log book will be maintained by the front lobby officer for documenting any unprocessed visitors due to time frames, inappropriate dress, etc. The log book will also include the; visitor's name, inmate's name, date, time, etc.
- (22) Supervision of the Visiting Room: Packages, handbags, baby strollers, pagers, cellular telephones and other items, are not permitted in the Visiting Room. Visitors will be instructed to leave items of this type in their automobiles. As an alternative to leaving these items in their automobiles, visitors may use the lockers in the Front Lobby.

When a visitor is assigned a locker, he/she will be issued a corresponding key which the visitor will retain during the visit. The visitor will surrender their identification card in exchange for the locker key. The key will be returned to the Front Entrance Officer prior to the visitor's departure from the institution.

and one blanket) are permitted but must be inspected for contraband prior to entrance into the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution. There is no need for cash in the Visiting Room, therefore it is strongly recommended that cash not be brought into the facility.

Cash, checks, or money orders will not be accepted by staff in the Visiting Room for deposit into an inmate's commissary account. Visitors will be advised that they should use the mail system for that purpose.

The Visiting Room Officer(s) will ensure that all visits are conducted in a quiet, orderly and dignified manner.

Visits may be terminated if not conducted in the appropriate manner. Staff shall supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution.

Staff shall permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. This is ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit.

- (23) Recognition of Visiting List: When an inmate transfers to this facility, his/her visiting list will only be recognized if the file reflects proper documentation for an administrative facility. If the file is lacking proper documentation, the Unit Team will prepare a current visiting list in accordance with policy.

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- (24) Recognition of Inmate: All inmates entering and exiting the Visiting Room will be

identified by use of the inmate
identification card prior to the visitor
departing the visiting room.

- 25) Inmate Personal Property: Inmates will not possess any item not authorized entry into the Visiting Room. The "Inmate Visiting Personal Property Inventory Log Form" (ATTACHMENT 4) is to be completed daily by the officer processing inmates prior to entry into the Visiting Room. This form is used to record those items brought into the Visiting Room by each inmate and again to record those items in the inmate's possession upon completion of the visit.
- (26) Inmate Visiting Attire: Inmates entering the visiting area will be dressed in institutional clothing including institution issued bus shoes. Inmates will be required to tuck in their shirts with the exception of the Cadre inmates. All other attire will be prohibited.

_____/s/_____
Edward B. Motley
Warden

PHL 5267.07
8/7/2003
Attachment 1

**REQUEST FOR VISITOR APPROVAL
FDC PHILADELPHIA, PA 19105**

NAME: _____
Inmate Last, First, Middle

REGISTER NO.: _____

Visits will be conducted by utilizing the Odd/Even and point system. The point system will be used (Weekends and Federal Holidays are (2) points, weekdays are (1) point). This can be determined by the fifth digit of the inmate register number. A yearly schedule will be prepared and made available. Refer to the visiting schedule for authorized visiting hours. Attorney visits are (7) days a week, from 8:00 a.m. to 8:00 p.m. No more than five (5) visitors, including infants, are allowed at one time. No visitor under the age of 16 years old will be permitted to visit unless escorted by an adult visitor. All visitors 16 years of age and older must present valid photo identification.

Name of Visitor	Relationship	DOB	Full Address	Phone Number

Date Received: _____

The seal of the Federal Bureau of Investigation (FBI) is located in the top right corner. It features a circular design with an eagle perched on a shield, surrounded by the words "DEPARTMENT OF JUSTICE" and "FEDERAL BUREAU OF INVESTIGATION".

U.S. Department of Justice
Federal Bureau of Prisons

Federal Detention Center

700 Arch Street
Philadelphia, PA 19105

(Date)

MEMORANDUM FOR OPERATIONS LIEUTENANT

FROM: _____,
Front Lobby Entrance Officer

SUBJECT: VISITOR DENIED ENTRANCE INTO THE INSTITUTION

On this date, _____, at _____ (am)(pm),
the
following visitor(Mr.)(Mrs.)(Ms.) _____
, was denied entrance into the institution.

INMATE'S NAME: _____, REG. NO. _____
(PRINT LEGIBLY)

REASON FOR DENIAL:

1. Improper or no identification.
2. Not on Approved Visiting List.
3. Under Age Person (Visiting Alone Without Parent/Guardian Approval).
4. Inappropriate Attire/Conduct.

CC: Unit Manager

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Attachment 3
Page 1

VISITING REGULATIONS
FEDERAL DETENTION CENTER
PHILADELPHIA, PA

1. Visiting will be permitted five days a week as scheduled in section B. No inmates will be allowed to enter the visiting room after 9:30 A.M. on weekends and holidays in preparation for the 10:00 A.M. count. Institution count times during visiting hours will be 4:00 P.M. and 10:00 A.M. All in-processing of visitors in the front entrance will stop one hour and 30 minutes (1 ½) prior to the end of the scheduled visiting hours. All inmate traffic will cease (1) one hour prior to the termination of visiting. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours. All pre-trial inmates will visit for (1) one hour.
2. Visitors will visit in the institution Visiting Room. For security reasons, some inmates and visitors will visit in the Special Housing Unit (SHU). Visitors may visit in SHU one at a time, for a period of one hour.
3. Visitors will enter the Visiting Room after being processed in from the Front Entrance. All visitors must provide an appropriate photo identification (valid drivers' license, Government I.D., or passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the visiting room waiting area, or the institution. Visitors are not allowed to smoke, loiter, or congregate at the Front Entrance of the institution.
4. Only five (5) visitors (to include children) are allowed to visit at any given time. All visits will begin and end in the Visiting Room. Inmates may embrace and kiss their visitors at the beginning and end of each visit, however, any excessive display of affection will not be permitted and could result in termination of the visit and the inmate subject to an incident report.
5. All Children under the age of 16 sixteen must be accompanied by a parent or legal guardian who must be on the approved visiting list. Inmates and their visitors will be responsible for keeping children in their company, quiet, orderly, and within the boundaries of the inside visiting area. Children should not be allowed to return to the Visiting Room or leave the Visiting Room unless accompanied by an adult.
6. Inmates will be held accountable for the conduct of their adult and child visitors, in compliance with the Bureau of Prisons Program Statement, Inmate Discipline and Special Housing Units, PS 5270.07.
7. Visiting is an important family function and is a privilege. It is important that the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors.

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Attachment 3
Page 2

Female Dress: Visitors wearing sleeveless shirts, Sweats or see-through garments, skin-tight clothing, spandex attire, raparound skirts, shorts, khakis, skirts or dresses (slits that exceed two

inches above the knee) will not be permitted in the visiting room. Visitors wearing clothing that displays abusive, offensive/foul language or symbols will not be permitted to visit.

Male Dress: Visitors wearing Sweats, Shorts, cutoffs, tank tops (adults), camouflage or khaki clothing will not be permitted in the visiting room. Visitors wearing clothing that displays abusive, offensive/foul language or symbols will not be permitted to visit.

Articles: Visitors may bring in a small see-through bag/purse. The purse should hold keys, identification and medication you may need while visiting. **Visitors should not bring money as no vending machines will be available.** Male visitors are asked to bring in only the above listed items on their person during a visit. Infant care supplies such as one bottle, two diapers, one pacifier, and one blanket will be allowed. Baby carriers, strollers, walkers are not allowed. No legal mail or other documents are allowed, unless pre-approved by the unit team. No pictures are allowed. These may be mailed into the institution as long as they meet the picture policy standards, i.e., no nude or obscene pictures and no Polaroids.

8. General Information: Pets of any kind are not allowed on the grounds of the institution. All medication brought in by visitors will be turned into the Front Entrance Officer. The medication will be brought to the Visiting Room by the escorting officer and will remain with the Visiting Room staff until needed. Food and beverages may not be brought into the institution. Inmates will not be allowed to enter or leave the Visiting Room with items other than what was authorized in the Visiting Room. Smoking will not be permitted in the visiting area. Visitors are not to wear inmate clothing.
9. Notification to Visitor: All visitors must sign a statement (English or Spanish) indicating they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

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Attachment 3
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10. Directions to the Institution: FDC Philadelphia is located in

downtown Philadelphia, Pennsylvania at the corner of 7th & Arch Streets. It is easily accessible by highway and mass transportation. The area is also serviced by the Philadelphia International Airport , Amtrak and several commercial bus lines.

From New York City & New Jersey: 295 to 30 West. Follow 30 West across the Ben Franklin Bridge and exit at 8th Street. Left on 8th Street to Arch Street. The institution is located at 7th & Arch Streets.

From Delaware & Points South: 95 North, exit at 676/Callowhill Street. Follow Callowhill Street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch Street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points North: 95 South, exit at Callowhill Street. Follow Callowhill street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points West: 76 to 676 East. Exit at 8th street and follow to Arch Street. The institution is located on 7th & Arch Streets.

Southeastern Pennsylvania Transit Authority (SEPTA): 215-580-7800

New Jersey Transit: 973-762-5100

Amtrak: 800-872-7245

Greyhound Bus Lines: 800-231-2222

Philadelphia International Airport: 215-937-6937

Note:

The Operations Lieutenant and or the Duty Officer have the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors. Cameras will not be permitted in the visiting room or on institution property.

Date: _____

INMATE VISITING PERSONAL PROPERTY INVENTORY LOG

This form will be utilized by the Visiting Room Search Officer to inventory inmate personal property on ALL inmates entering the Visiting Room. ONLY the items listed below **ARE AUTHORIZED** into the Visiting Room per Institution Supplement PHL5267.07. Inmates reporting to the Visiting Room with unauthorized items will not be allowed in the Visiting Room. No BLANKS will be left on the columns to the right of an inmate's name, if an inmate does not have a specific item, the notation shall be NO. For earrings, wedding band, religious medal/headgear, eye glasses, shoes, comb; the item shall be described. When all 10 lines are utilized, the Visiting Room Search Officer will start a new form. This form will be reviewed by the OIC on each shift & filed by the OIC in the 90 day Inmate Visiting Personal Property Inventory Log file, located in the Visiting Room Safe.

INMATE			ITEMS AUTHORIZED						STAFF	
NAME	REGISTER NUMBER		EARRINGS & WEDDING BAND (DESCRIBE)	RELIGIOUS MEDAL or HEAD GEAR (DESCRIBE)	EYE GLASSES (DESCRIBE)	*SHOES (DESCRIBE)	COMB (DESCRIBE)	LEGAL MATERIALS (LEGAL VISITS ONLY)	PRINT (LEGIBLY)	SIGN
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

*ONLY BUS SHOES ARE AUTHORIZED IN THE VISITING ROOM.

Reviewed by Shift Officer-In-Charge (**PRINT/SIGN**): _____

INMATE SOCIAL VISIT ODD/EVEN SCHEDULE FOR 2003

The following schedule shall be used to identify the designated visiting day for inmate social visits. The Odd/ Even split is determined by the **5th digit** of the inmate's **Registration Number**. (Example: Inmate Joe Smith # 1234**5**-066) The underlined and bold number is the number that determines odd /even. **If the inmates number is 1, 3, 5, 7, or 9 the inmate is ODD. If the inmates number is 2, 4, 6, 8, or 0 then the inmate is EVEN.** Additionally, visiting is regulated by a point system. Each month the inmate receives (8)eight points for pre-trial inmates. One (1) point is charged for visits during the weekdays. and two (2) points on Saturdays, Sundays and Federal holidays. Cadre inmates may visit for unlimited hours from 5pm to 8pm. Please keep in mind that processing of visitors ends 1 ½ hour before visiting ends. (i.e.. 1:30pm on weekdays and weekend & 7:00pm during the evening hours.) Visits are a 1 hour visit during the day. The 31st of the month will be open to all inmates regardless of their register number odd/even status. **Refer to Institutional Supplement 5267.06B, Visiting Regulations for further information.**

DAY OF MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
2.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
3.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
4.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
5.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
6.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
7.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
8.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
9.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
10.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
11.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
12.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
13.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
14.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
15.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
16.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
17.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
18.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN

PHL 5267.07

8/7/2003

Attachment 5

DAY OF MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
19.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
20.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
21.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
22.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
23.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
24.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
25.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
26.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
27.	ODD	EVEN	EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
28.	EVEN	ODD	ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
29.	ODD		EVEN	ODD	ODD	EVEN	EVEN	ODD	EVEN	EVEN	ODD	ODD
30.	EVEN		ODD	EVEN	EVEN	ODD	ODD	EVEN	ODD	ODD	EVEN	EVEN
31.	ODD/EVEN		ODD/EVEN		ODD/EVEN		ODD/EVEN	ODD/EVEN		ODD/EVEN		ODD/EVEN